



DEPARTMENTS OF THE ARMY AND AIR FORCE

HEADQUARTERS, MONTANA NATIONAL GUARD

P.O Box 4789 (1100 North Main)
Ft. Harrison, Montana 59636-4789

DATE: 16 Nov 2006

HUMAN RESOURCE OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT NUMBER: 07-005
CLOSING DATE: 5 December 2006

POSITION ADVERTISED AREA I - TEMP PROMOTION / TEMP REASSIGNMENT (AREA II TEMPORARY INDEFINITE) WITH POSSIBLE PERMANENT STATUS.

5BARGAINING UNIT POSITION TITLE, SERIES & GRADE: **Human Res Asst (Military), GS-0203-07**

SALARY RANGE: \$35,116.00 - \$45,648.00 PA (per annum)

LOCATION: 120th FW, Great Falls, MT SELECTING OFFICIAL: SMS Kirk Hindoen

APPOINTMENT FACTORS

EXCEPTED ☒ COMPETITIVE ☐ OFFICER ☐ ENLISTED ☒

COMPATABILITY: 3S0X1, 3S2X1, 3S3X1

NON-SUPERVISORY ☒ TEMP INDEF ☒ (AREA II) TEMP ☒ (AREA I Temp Promo/Reassign)
-BOTH AREA I AND II WITH POSSIBLE PERMANENT STATUS.

AREA OF CONSIDERATION

AREA I APPLICANTS WILL BE CONSIDERED FIRST

- ☒ AREA I All permanent excepted technicians in the Montana AIR National Guard.
- ☒ AREA II All members of the Montana AIR National Guard or those eligible for membership.

NATIONAL GUARD MEMBERSHIP REQUIRED: Prior to filling any excepted position, an individual must be a member of the Montana Air National Guard. An applicant is not required to possess a Security Clearance or the above AFSC/AOC/BR/CMF/MOS (s) to apply. Selectee must possess or obtain a compatible military position with an above AFSC/AOC/BR/CMF/MOS and a Security Clearance (unless otherwise specified in Encl 1). Failure to meet these requirements will result in loss of employment. Acceptance of position will cause termination from the Selected Reserve Incentive Program (Loan Repayment and Bonus programs) with or without recoupment.

PROMOTION POTENTIAL: None.

SUMMARY OF DUTIES: The following is a brief statement of duties from Position Description No.80528000. If applicants desire, a copy of the PD can be obtained from the HRO. The purpose of this position is to assist a higher graded specialist in researching/studying/analyzing and administering all aspects of the assigned function(s). Provide technical assistance to all reporting officials. Quality reviews reports for compliance with current directives and standards. Ensures accuracy of information input in the Defense Enrollment Eligibility Reporting System (DEERS), and the Real Time Automated Personnel Identification System (RAPIDS). Provides assistance with the Point Credit Accounting and Reporting System (PCARS) program. Verifies information and prepares or ensures preparation of ID card requests for all eligible personnel. Assists in the management of the Serviceman's Group Life Insurance (SGLI) program. Participates in management of the Military Dress and Appearance program.

Ensures unit members are aware of various benefits available through TRICARE medical/dental programs, Survivor Benefits, Thrift Savings Plan (TSP), etc.

PSC FUNDS NOT AUTHORIZED.

METHOD FOR EVALUATING AND RANKING CANDIDATES: To receive full credit for your qualifications, provide detailed evidence of experience, training, education, awards, hobbies, self-development achievements, and any other aspects of your background **as they relate to the basic eligibility factors of Knowledge, Skill, and Ability (KSA's), General and Specialized Experience requirements outlined in Enclosure 1 of this announcement.** Show how and when they were used. Evidence of experience must include clear, concise examples to show level of accomplishment and degree of responsibility. Your application will be the basis for ranking these factors. Article Eighteen (18) of the negotiated Labor/Management Agreement applies for Area I applicants. The State Merit Placement Plan (DMAMT AF Regulation 40-335) applies to all Area II applicants. **THIS IS A BARGAINING UNIT POSITION.**

EQUAL OPPORTUNITY: THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

INSTRUCTIONS FOR APPLYING: Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E, continuation pages may be included, the HRO will use this form to establish your basic eligibility. Area II applicants may submit one or a combination of the following: DMAMT-690-1-E, Optional Form 612, or any other written format. All forms and instructions are available at the HRO in Helena, or Great Falls, MT. Verbal applications will not be accepted or considered. Applications may be **hand delivered** to the **HRO office in Helena, MT**, no later than the closing date specified on this vacancy announcement. **Mailed applications MUST be postmarked on or before that date. FAXED (406-324-3135) AND EMAILED (hrojva@mtgrea.ang.af.mil) APPLICATIONS WILL BE ACCEPTED and must be received by the closing date.** Applications postmarked or date stamped after the closing date will **not be considered.** Applications being mailed **must** be sent to: **THE ADJUTANT GENERAL, ATTN: HRO-STAFFING, P. O. Box 4789, FT Harrison, MT 59636-4789.** **USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Please call (406) 324-3122/3133/3138, DSN: 324-3122/3133/3138 for any additional information or clarification of application procedures. Applications will be retained by the HRO, Helena, as they are used to support this announcement. For applications and a list of open job vacancy announcements visit our webpage at:

WWW.DMA.MT.GOV/HRO

REMINDER: A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

TROY A. FROST, MAJ, MTANG
Human Resources Officer

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER: 07-005

BASIC ELIGIBILITY FACTORS: Document prior experience, education, and training relating to each **KNOWLEDGE, SKILL, AND ABILITY (KSA'S), General, and Specialized Experience requirements.**

KSA'S FOR HUMAN RESOURCES ASSISTANT (MIL), GS-0201-07, 80528000

1. Skill in the use of computers, including Microsoft Office Suite.
2. Skill in developing onetime and recurring products generated by computer from data based management information tables or spreadsheet.
3. Ability to plan and organize work, administer programs, gather analyze and interpret data/products and summarize facts.
4. Knowledge of MTNGI, ANGI and AFI policies, procedures and regulatory requirements such as AFI 36-2803, AFI 36-2903, affecting military awards, decorations and special trophies.
5. Ability to coordinate and monitor paper-flow processes..
6. Ability to maintain records, files and reports.

SELECTIVE PLACEMENT FACTOR: Must possess a Secret Clearance. Must possess at least a "5" skill level in any AFSC. Must be able to communicate effectively (both oral and written).

GENERAL EXPERIENCE: General experience, education or training which demonstrates the applicants knowledge of personnel management techniques, rules, regulations and policies.

SPECIALIZED EXPERIENCE: Must have 12 months of specialized experience in preparing, or processing personnel actions and computer updates.

/signed/
KIRK T. HINDOIEN, SMSGT, MTANG
Human Resource Manager